



Event Information

Company "Information Session"

The day prior to the Career Fair (Tuesday, August 25th, 2014), a room will be available for Company Information Sessions. If you are interested in making a presentation, please contact the Postdoc Program Office at postdocprogram@lanl.gov indicating if you would like a 25 min time slot. The room is equipped with a projector and screen. We will be advertising the Company Information Session Schedule in advance of the Career Fair event, so please let us know if you would like to host a session.

You can bring your own laptop or send your presentation to postdocprogram@lanl.gov at *least the day prior to the scheduled Information Session*. If you send it in advance, it is also advisable that you have a backup copy of your presentation on a flash drive or CD. If you are planning on showing movies and not using your laptop, make sure you let us know in advance of your arrival so that we can check for compatibility.

Interview Logistics

Interview rooms will be available the day of the Career Fair (August 26th) and the following day (August 27th), and will be located in the same facility as the "Main Event" room. The rooms can be scheduled by contacting postdocprogram@lanl.gov. Prior to the event, we encourage employers to review the postdoc CV's provided and schedule interviews in advance.

Mailing of Displays and Organization Promotional Materials

Your displays and materials can be shipped to the following address; *you should arrange for your packages to arrive no later than **August 21st** so there is no issue with receiving your shipment by the Career Fair*:

LANL
Attn: Jeanette Gallegos/Mary Anne With
Bikini Atoll Road, SM-30
MS M714
TA-00, Bldg. 199
Los Alamos, NM 87545-0001

Questions: Contact Mary Anne With at (505) 665-5306 or postdocprogram@lanl.gov.

Set-up/take-down of Display

Set up will begin at 8:00 a.m. on Wednesday, August 26th, the day of the Career Fair, and take down will take place immediately following the Career Fair.

Sponsorship of the Career Fair

If you are interested in being a sponsor of the event, complete, save, and email to postdocprogram@lanl.gov the sponsorship form located on the LAPA career fair website at:

<http://www.lanl.gov/careers/career-options/postdoctoral-research/postdoc-career-fair.php>. We will try to acknowledge your submission within 24hrs.

Meals

In addition to the Opening Reception, a continental breakfast and lunch will be provided the day of the Career Fair. *There will be meal options for those of you who have dietary restrictions.* Please let us know in advance of the event, if this is the case.

Camera Use at Los Alamos National Laboratory

Personal cameras cannot be used on Laboratory property or Laboratory hosted functions.

Questions?

Please do not hesitate to contact us by e-mailing postdocprogram@lanl.gov or call 505-665-5306. We will try to respond to your inquiry within 24hrs.